

ZONING APPLICATION GUIDELINES

GIANTS NECK BEACH ASSOCIATION – ZONING COMMISSION

The Zoning Commission's goal is to ensure that all GNBA property owners are given fair and equal treatment.

Therefore, the ZC must strictly adhere to the GNBA Zoning Regulations without giving exceptions or special treatment to any owner. To help us be fair to everyone, please read and follow these instructions.

INSTRUCTIONS FOR APPLICATIONS

1. All material ***MUST*** be submitted in duplicate. An application “package” must include ***TWO*** copies of each of the following:
 - The application itself.
 - Site plan, including topography (see requirements listed below),
 - All construction drawings.
 - The Assessor's card for the property.
 - An A-2 survey if the application involves construction that:
 - * Is within two feet of any setback line.
 - * Is within two feet of any maximum coverage allowed;
 - * Involves any demolition.
 - * Involves any grading or filling that moves more than 20 cubic feet of dirt.
 - * Involves construction of an entirely new dwelling or any substantial addition.
 - * Has any aspect that leads the ZC or the Zoning Enforcement Officer to require a survey.
2. Applications and ***ALL*** supporting items and the application fee ***MUST*** be received by the Zoning Chair by the first day of the month in which the ZC will review them.

Incomplete or incorrect applications will be returned to the property owner.

If the required revisions cannot be completed and returned by the first of the month, the ZC will put them on the agenda for the next month's meeting.

3. The ZC's regular monthly meetings are held on the second Saturday of each month; if no applications are submitted by the first of the month, the ZC will not hold a meeting that month.
4. All contemplated work must be clearly indicated on the applications. This is the only work that will be allowed.

If there is a change to the work described or additional work is contemplated, the ZC must be notified and a new application must be submitted describing any revisions or additions to the original application.

5. **SITE PLAN REQUIREMENTS:**

- * Show all lot lines and all dimensions, including location of street.
- * Show *all* existing structures *and* their dimensions, including their height and ground coverage.
- * Show all proposed buildings and structures, indicated as "new," with all their dimensions, including height and ground coverage, clearly marked.

PLEASE NOTE: All square footage measurements ***MUST*** include all overhangs that extend beyond the building foundation.

- * Show distances from all existing or proposed buildings or structures from the lot lines, including maximum height and roof pitch.
- * Show total lot coverage to be used, including *all* existing *and* proposed structures and compare that total to the maximum allowable coverage.

6. Plan preparers need to be familiar with the GNBA Zoning regulations and to make sure that *all* items identified under the definition of Structure are included in the total ground coverage figure.
7. Please remember that erecting a fence anywhere on your property requires Zoning Commission approval.

The following items may be approved by the Zoning Chair alone; they require a building application but not a hearing by the full commission:

- * Re-shingling a roof.
- * Enclosing eaves (installing soffits).
- * Re-siding.
- * Replacing existing windows (new windows must be identical in size to windows being replaced).